Networking

Networking is establishing and maintaining mutually-beneficial connections with people in your field of interest. It is often cited as the #1 way to land a job or internship. Networking is not something done once and then forgotten. It is an ongoing process that will occur whenever the opportunity presents itself and it is a lifelong skill that will serve you in whatever occupation you choose.

Tips for Beginners

- Practice conversation starters with people you already know
- Bring a friend along to help you get started
- Request an informational interview with one person at a time
- Attend events with a clear theme or premise for meeting new people
- Set a goal before you enter a networking situation, such as starting three conversations, or making one strong connection

Ready to take it to the next level?

- Reach out to those who may appear reserved; they will often welcome your help
- Take on a leadership role in clubs or classes and help others learn from your success
- Volunteer for a committee with a networking group or help plan a future event
- Be sure to let others know that you will value their guidance and advice
- Don't forget to follow-up with your new contacts

For School Settings & Meetings

Body Language

- Maintain eye contact
- Smile
- Your non-verbal body language is equally as important as what you communicate

During

- Always be on time for meetings. For social settings, do not arrive later than 30 minutes after the start time on the invitation
- Avoid interruptions of conversation, brainstorming, or presentations if possible. Wait for an appropriate time to interject
- Avoid drinking alcohol in front of your coworkers, recruiters, or clients if they are not drinking. You should never feel pressured to drink, but if you do choose to join others and you are 21 or older, limit yourself to one drink

Introductions

- Name tags are always placed on your outermost piece of clothing on the right side. The other person will have direct sight of your name
- If you forget someone's name, you can sometimes "cover" by introducing a person you do know first; maybe the other person will say their name. Otherwise apologize and ask politely, before introducing the person to someone else

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QUESTIONS TO ASK

1. What brings you to this event?
2. What do you like about your current job?
3. What are your career goals and interests?
4. How do you spend your free time?
5. Have you seen any movies lately?
6. Do you like to travel? Where have you traveled recently?

SAMPLE INTRODUCTION & 30-SECOND SPEECH

"Hello, my name is Peter Anteater. It's nice to meet you. What brings you to this event? I'm in the Aerospace Engineering Ph.D. program at the University of California, Irvine. I'm working with Boeing on my current project to develop advanced control techniques to control rotocraft vibrations so we can reduce the vibration helicopters typically experience. I hope to do a flight test soon!"

WRITE YOUR OWN

_____
_____
_____
_____
_____

SAMPLE FOLLOW-UP WITH CONTACT

"Dear _____ ,
It was a pleasure meeting you at the _____ event / conference. I enjoyed your discussion concerning _____. I hope to correspond with you in the future regarding our shared interest and scholarship and look forward to seeing you again at the next event / conference."

WRITE YOUR OWN

_____
_____
_____
_____
_____

Ways the Division of Career Pathways can Help You Network:

- Career panels bring professionals from various industries to campus
- Career fairs and employer information sessions bring professionals from various industries to campus
- Workshops (see Handshake for most up-to-date listings)